WHAT ABOUT EXAMS AND GRADING?

1. How will you be graded? Page 1

2. Schedule of exams in Mam Phys 1 Page 1

3. Rules governing exams in this class Page 2

4. What about missed exams? Page 4

5. Retrieving your exams Page 4

6. Converting total scores to letter grades Page 5

1. **Your grade for this course** will be based on your performance on two mid-term exams and a final exam. Each mid-term exam will be worth approximately 100 points and will consist largely of short-answer questions and problems for you to solve. The final will be worth 200-225 points and will include multiple-answer multiple-choice questions. Copies of the exam keys for the midterms from a previous quarter will be posted on the course Web site. **Your grade in this course will depend almost entirely on your performance on the three exams, which provide you with a chance to show us what you know and how good you are at using that information.**

Because your performance on exams is the basis for your final letter grade, it’s worth taking care to write your answers clearly, legibly, and completely.

2. **EXAM SCHEDULE:** Midterm exams will be given in the evening, and there will be no lecture on the day of an evening exam. The dates and times are listed in the syllabus and in the UCSD official Schedule of Classes, and those times are fixed. Locations will be announced in class and on the course Web site.

The final exam is scheduled 8 - 10:59 a.m. on Wednesday, December 17.
3. HOW TO TAKE BIPN 100 EXAMS

ACADEMIC INTEGRITY is critical in all of science. Lying, cheating, plagiarizing, or "fudging" data are all absolutely unacceptable in science and in this class. IF YOU TRY TO USE UNAUTHORIZED AIDS DURING EXAMS YOU ARE CHEATING. DON'T DO IT; it can permanently ruin your academic record!

The following rules are designed to protect your grade and to reduce temptation for everyone in the class, and we will enforce them. Please respect yourself and other students and follow the rules!

The exams in this course are closed book, closed notes, and electronics-free. You will answer the questions based on what YOU have learned and practiced by working the problem sets, going to section, and participating in problem-solving sessions. Using anything else (e.g electronic devices or someone else’s exam) is a breach of academic integrity and will be referred to the Office of Academic Integrity and the Dean of your College.

You can minimize the time it takes to get set up for an exam--and thus maximize the time you have available to complete the exam--by learning the rules NOW and then following them at the exam. We won't start until everyone is ready, so YOU have the power to make exams go efficiently and smoothly.

1. Students sit every-other-seat. Your instructors will direct the seating arrangement in your room. Please follow their instructions promptly and precisely.

2. All electronic devices must be turned off and stored in a backpack or purse that you put UNDER YOUR desk. This rule applies to computers, cell phones, MP3 players (iPods), tablets, calculators, netbooks, earphones--all electronic devices except digital watches.

   Setting your cell phone to “vibrate” isn’t turning it off, and putting devices into your pockets isn’t putting them under your desk unless the pocket is in a jacket that you put under your desk. If we can see or hear any electronic device (the buzzing of "vibrate" is clearly audible in a quiet room), we will confiscate it, and you will need to claim it from me during one of my in-office office hours. Be prepared to prove that it's yours.

3. All of your belongings--except what you will write with--must be placed UNDER the seat that YOU are sitting in. Please don’t put anything on the desk next to you, on the floor in front of you, or anywhere else except UNDER YOUR desk where you can’t see them and we can’t trip over them. EXCEPTION: Skateboards will stay at the front of the room during the exam.

4. If you desperately need it, you can have one small clear plastic bottle of water that is no larger than 12 ounces--no large pencil boxes filled with lots of things and no snacks.

5. HATS can either be removed or be turned with the bill to the back of your head. Once the exam begins, you can’t touch your hat, wherever it is. HOODED SWEATSHIRTS AND
HOODED JACKETS must be worn with the hood down on your shoulders, not on your head or covering your face.

6. You can write either with a pen or with a pencil. Please use whichever allows you to write legible answers. If the person grading your answer can’t read what you wrote, you can't earn credit for your answer, so keeping your exam neat and legible is definitely in your best interest. Please don't write in red, and don't use White-Out.

7. Bring your UCSD ID card to every exam. You may be required to show it when you turn in your exam.

8. Put your name and ID number on EVERY page. We take the exams apart, and if pages are unlabeled, we don’t know who any unnamed pages belong to, so you can't get credit for your work on those pages.

9. Depending on circumstances, we may not be able to allow restroom breaks. For each exam, arrive early at the exam room to learn how this issue will be handled in your exam room and plan accordingly.

10. We don't grade anything that is written on the backs of exam pages, so you can use the backs of all pages as scratch paper. If you need to write something on the back of a page and you want us to grade it, ask for explicit written permission from an instructor **BEFORE** you begin writing on the back of the page. We won't give permission after the fact.

11. When you finish your exam,

   • gather your belongings,

   • go to the front of the room,

   • show your ID card to a TA,

   • turn in your exam as you leave the exam room.

Don’t take any exam materials with you when you leave. You may be directed to leave through a particular door. Please JUST DO IT.
4. WHAT HAPPENS IF YOU MISS AN EXAM? You are expected to take the exams when they are scheduled, AND THE UNIVERSITY REQUIRES THAT ALL STUDENTS TAKE THE FINAL EXAM WHEN IT IS SCHEDULED.

THE CONSEQUENCES OF MISSING A MIDTERM EXAM DEPEND ON WHY YOU MISSED IT and what you do about it:

1. If you miss an exam for either of the following two reasons, you MAY be excused from taking that exam.

   (A) If you are too ill to take the exam, you must telephone or e-mail to let me know that you are and you should be prepared to describe your illness. Because the Student Health Center no longer issues medical excuses, I no longer require written confirmation of your illness, but if you report that you are sick and have no corroborating documentation, I will ask you to give me a letter, signed by you, stating that you were too ill to take the exam and describing your illness.

   (B) If you have an extremely pressing need to be out of town at the exact time when the exam is scheduled (it can't be the day before or the day after), you may either be allowed to take a make-up exam or you may be excused from the exam. I will decide based on YOUR individual circumstances.

   NO STUDENT CAN BE EXCUSED FROM MORE THAN ONE MIDTERM EXAM, AND NO STUDENT WILL BE EXCUSED FROM TAKING THE FINAL EXAM.

2. If you are taking a course for academic credit that counts toward graduation AND that conflicts directly with an exam, you MAY be eligible to make-up the exam or you may be excused from the exam; I will decide based on YOUR individual situation. Making up an exam is not an entitlement. To be allowed to take a make-up exam, you must let me know in advance AND bring corroborating documents to any make-up exam.

   URGENT: One week before each exam I will put a notice on the blackboard stating that anyone who cannot take the coming exam as it is scheduled must check with me immediately after that day’s lecture. Because I have to plan ahead, that will be your ONLY chance to request a make-up exam unless you are exceedingly sick on the day of the exam. If you fail to talk with me at that time, you must take the exam as scheduled (unless you are too sick to do it, and in that case you’re likely to be excused from taking it--see part A above).

   PLEASE NOTE: Having another mid-term scheduled on or near the day of our mid-term or final exam can’t be a reason to take a make-up exam.

5. GETTING YOUR EXAM BACK AFTER IT IS GRADED: Once exams have been graded and processed, the TAs and I will make them available to you at the end of a lecture. Check the course Announcements to learn the lecture to which I'll bring graded exams. Grading usually takes a week or a bit more.
If you don’t retrieve your exam right after the lecture at which it is available, you can get your exam in one of two ways.

(1) After the exams have been made available to the rest of the class, you can come to one of my in-office office hours and ask for it, or

(2) you can provide me with a self-addressed and stamped envelope, and I will mail your exam to you.

GRADERS: AT THE END OF THE QUARTER, I add up all of the points that each student earned on all three of the exams (plus any extra credit points that the student earned). Then in a class of this size, I average the top three total scores, and call that average "100%.

Grade cut-offs are then set at 90% (for an A), 80% (for a B), 60% (for a C) and 50% (for a D) of that calculated 100%.

This approach normalizes the grades to scores that students actually earned, rather than comparing scores to the total number of points possible. I do not generally add plus or minus signs to letter grades, although on rare occasions I may add signs to the letter grades of students who are within 2 or 3 points of a cut-off.